Job Description
Prepared/Revised: **April 2021**

Job Title:	**Web Developer**	Job Code:	**040601**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - C**
Pay Program:	**Administrative**	Grade:	**L12**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for developing and managing the district's Drupal-based Internet and Intranet sites, and content-managed school sites to increase traffic, promote services and foster an environment of two-way communication in support of the communications strategies of the Five Star District for both internal and external audiences. Train various department and school-based content editors who are responsible for keeping their respective areas of these Web sites updated. Establish and provide oversight of Web standards to maintain a consistent "look and feel" across all district and school content-managed sites. Based on research and evaluation, make adjustments and enhancements to existing content-managed sites in support of the district and schools' communication goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for developing and managing the district's Internet and Intranet sites, and content-managed school sites to increase traffic, promote services and foster an environment of two-way communication in support of the communications strategies of the Five Star District for both internal and external audiences. Responsible for aligning Web technologies with communication priorities. This includes appropriately integrating content-managed sites with other communication vehicles including but not limited to: social media, video production and print publications. Must adapt to a changing scene with sometimes conflicting priorities.	D	30%
2. Train various department and school-based content editors who are responsible for keeping their respective areas of these Web sites updated. Establish and provide oversight of Web standards to maintain a consistent "look and feel" across all district and school content-managed sites. Provide advice, problem resolution and support to all Web publishers and departments in the district.	D	20%
3. Based on research and evaluation which includes analyzing traffic statistics, assessing new Web standards, technologies and trends, make adjustments and enhancements to existing content-managed sites in support of the district and schools' communication goals and objectives.	D	20%
4. Assist with mission-critical projects in IT particularly those that are Web-based.	M	15%
5. Coordinate with IT on the installation and maintenance of the organization's Internet/Intranet technical functions, including site security. Recommend Web server vendor based on a needs analysis of the Web site capabilities. Checks for bugs and problems; diagnoses and fixes them.	M	5%
6. Ensure all webmaster mail receives a timely and complete response.	D	3%
7. Collaborate with the communications manager to develop visually aesthetic and effective designs for Web sites.	D	2%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in computer science or related subject preferred
- Related web design/development training required
- Minimum of two (2) years of experience in open source development, Drupal preferred
- Minimum of two (2) years of experience in web server management, Linux preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Ability to frequently travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Excellent understanding of XHTML, CSS, PHP, IIS, SQL Server, SVN and Drupal development.

- Knowledge of software including: Photoshop, SQL Server Enterprise Manager, Adobe Acrobat and Remote Desktop.
- Knowledge of accessibility and WCAG standards, and updated mobile design.
- Thorough knowledge of programming and server software operations.
- Understanding of JavaScript, XML and Windows Server OS.
- Ability to coordinate and collaborate with internal and external groups.
- Excellent oral and written communication skills.
- Knowledge of Associated Press writing style.
- Graphic designing ability.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, including short- and long-term projects.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Communications Manager	3106

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	